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DD/ASIS 2608

JUL 6 1981

Mr. Max Hugel
Deputy Director of Administration
Central Intelligence Agency
Washington, DC 20505

DD/A Postmaster
81-1447

Dear Mr. Hugel:

FILE: Travel-6

The General Services Administration (GSA), in attempting to strengthen communication links with the agencies it serves, is disseminating travel information to a broad range of agency officials that influence or are affected by changes in travel policy and programs. This includes senior managers as well as members of the Interagency Committee on Travel Management.

GSA's Office of Transportation and Travel Management convened a meeting of the Interagency Travel Management Committee on Wednesday, May 20, 1981. The presentation included a broad range of travel topics followed by question and answer periods that permitted a lively discussion of the issues.

Enclosed are detailed minutes of the meeting and a list of those in attendance. I think that you will find this material interesting and informative. If I or members of my staff can be of further assistance, please contact us.

Sincerely,

ALLAN W. BERES
Commissioner

Enclosure

Minutes of the Interagency Committee on Travel Management Meeting on May 20, 1981

The Interagency Committee on Travel Management meeting was held in the GSA conference room located in the Chester A. Arthur Building, 425 I Street, NW., Washington, D.C., at 9:30 a.m. A list of attendees is attached.

The meeting opened with an introduction by Ivan Michael Schaeffer, Assistant Commissioner, Office of Transportation and Travel Management, on the subject of fiscal year 1980 travel data.

City-pair airline contract - Ivan Michael Schaeffer, Assistant Commissioner, Office of Transportation and Travel Management

A third solicitation covering 134 city-pairs was issued on May 1, 1981, with a closing date of May 20, 1981, at 5 p.m. Based on the indications received thus far, the third solicitation looks like a big success.

Beginning May 21, 1981, GSA will evaluate all bids received on the third solicitation with notification to the selected carriers beginning the week of May 25, 1981. In addition to evaluating the third solicitation, GSA is in the process of issuing a fourth solicitation for 55 additional city-pairs. Unlike previous solicitations, all current solicitations will allow for contracting on an annual basis, a change in rates when fare levels increase or decrease by 7 percent, and the right to terminate. Should a carrier or the Government wish to terminate, action must be taken by November 10.

The use of "me too" fares violates the Federal Property Management Regulations and must not be used without proper justification.

A savings of \$18 million to the Government has resulted through the use of contract fares this year. This could not be achieved without the help of the agencies and members of the Committee. Mr. Schaeffer expressed GSA's gratitude for the fine cooperation and assistance from the agencies. The June issue of the Federal Contract Air Service and Travel Directory, including an errata sheet for the Amtrak schedule, was distributed to those agency representatives attending the meeting. Copies of this directory will be distributed to all Federal agencies subscribing to the Official Airline Guide (OAG). On May 14, 1981, GSA forwarded a letter to executive agencies providing the opportunity to ride our printing order for the OAG publication. Refer to this letter for instructions if additional copies of the directory are required. Because of the size of the directory and costs involved, it does not show connecting cities and stopoff points; agencies should consult the OAG publication for these points.

On a monthly basis, OAG distributes 9,500 copies of this directory and GSA distributes approximately 6,000 copies. The July issue of the directory will be delayed for approximately 6 weeks due to the new airline contract.

Benefits of using Dulles Airport for Government travel - James Wilding, Director
of Metropolitan
Washington Airports

Use of Dulles Airport as compared to Washington National Airport has fallen off considerably in the last 18 months. Washington National maintains a ratio of 6 to 1 passenger activity over Dulles. There have been some significant shifts in population and business patterns in the Washington metropolitan area favoring the use of Dulles which are not appreciated by the residents of this area. Fairfax County, Virginia, for example, is within 12-18 months from being the most populous jurisdiction of this area.

Although some ground transportation problems, e.g., bus, limos, exist at Dulles, the facilities are very pleasant to use, with parking at Dulles Airport less than half as costly as at National. A ground transportation funding source has been established at Dulles and, hopefully, the ground transportation service will be up and running by fall. Publications concerning Dulles are expected to be distributed within the next couple of weeks.

Question: Any efforts being made in the business community?

Answer: Very definitely. Because of the number of businesses located in Fairfax County and their projected needs for business-related air travel, these concerns have expressed a need for additional air service to and from Dulles to the Federal Aviation Administration.

Amtrak - Jack McHale

Saving money is the number one concern of both Amtrak and the Government. Amtrak processes 7,000 Government Transportation Request's (GTR) per month at a cost of \$10 per GTR. The number of GTR's processed can be reduced by the following:

1. Bulk ticketing--repetitive travel; utilize one GTR for a number of tickets; results in savings of administrative costs; bulk tickets good for 6 months.
2. GTR's unnecessary for travel over \$10 and under \$100; traveler can pay by cash or check; Amtrak now accepts credit cards; credit card use eliminates GTR's and the costs can be picked up on expense vouchers.
3. Ticket stock--travel office issues tickets; all tickets are totaled and issued on a GTR for the amount used during the month; ticket stock is similar to bulk ticketing.

Hotel/motel directory - Ivan Michael Schaeffer, Assistant Commissioner, Office
of Transportation and Travel Management

GSA is currently in the process of preparing a consolidated hotel/motel directory, listed alphabetically by State. Publication of this directory is expected to be July 1981 listing room discounts available in a total of 275-300 cities throughout the United States and Puerto Rico.

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Due to budget restrictions, we are planning on forwarding only one copy of the hotel/motel directory to the agencies. To date, no determination has been made as to how the directory will be distributed.

Question (Gilbert Dietz - AID): What reduction in hotel/motel rates exists?

Answer: Ten to 50 percent per room.

Amtrak discounts - Ivan Michael Schaeffer, Assistant Commissioner,
Office of Transportation and Travel Management

We have been quite successful in the Amtrak area and are currently talking about extending the service. The agencies will be kept informed as to any changes that develop.

Agency liaison visits - Ivan Michael Schaeffer, Assistant Commissioner,
Office of Transportation and Travel Management

The agency liaison program has been reinstituted with one agency visit per month on a nationwide basis. During the last couple of months, visits were made to the Department of Energy, the Department of Agriculture, and the Veterans Administration.

Question: Are members of this Committee aware of these visits?

Answer: Not sure; however, we intend to keep Committee members aware of planned visits.

Federal Travel Regulations (FTR)

A consolidated FTR is expected to be published late this summer or early fall. This is not a new or rewritten regulation but just a consolidation of the supplements into a new format prior to complete revision. The next step in this process will be a rewrite for clarification and incorporation of new regulations and methodologies as they are developed and implemented. After the consolidated FTR is published, changes will be by "page change" with notification and distribution by subscription.

Relocation allowances

GSA submitted a proposed legislative package of allowance changes to the Office of Management and Budget (OMB) last October. GSA has also submitted a number of proposed regulatory changes that were published in the Federal Register for comment. The period for comment which closed May 19, 1981, has been extended for at least 60 days in order to more adequately assess budgetary impact of the proposed regulation changes. GSB has expressed concerns in this area since agency budget enhancements are not forthcoming in the near future. GSA will recontact the agencies for this information. Implementation of any of the changes will probably be delayed until January 1, 1982.

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Civil Aeronautics Board (CAB) ruling: Payment of commissions to travel agents on sales to the Government

The recent ruling by the CAB on the part of its Competitive Marketing Case dealing with the airline's payment or nonpayment of commissions to travel agents for sales of transportation to the Government does not directly affect the Government's use of travel agents. The ruling removed the prohibition of commission payment as an industry prohibition and placed the issue of commission payment as being properly an individual airline-agent matter. There is still the General Accounting Office prohibition on use of travel agents by agencies of the Government.

Unused GTR's - Thomas P. Wolf, Assistant Commissioner, Office of Transportation Audits (TA)

Mr. Wolf briefly discussed the problems associated with unused airline tickets. A large number of unused airline tickets are not being timely submitted to carriers for refund under the SF 1170 procedure. When this happens carriers may send refunds directly to the General Services Administration. Refunds submitted in this manner do not contain an appropriation symbol or agency identification. Therefore, they end up in the general receipts of the Treasury rather than being applied as a transportation appropriated refund for the individual agency.

Mr. Wolf said this can be prevented if agencies will submit their unused tickets to the carriers for refund in a timely manner. Agencies should work closely with their travelers and the carriers to ensure timely processing of SF 1170's as they contain all necessary identifying information including appropriation number and a complete agency mailing address.

Mr. Wolf also reminded all present that copies of the SF 1170 should be forwarded to TA when the refund is received or if the refund is not received within 90 days.

The meeting concluded at 11:30 a.m.

ATTENDEES

<u>Agency</u>	<u>Name</u>
U.S. Secret Service	Bruce Card
Antrak	Jack McHale
State, Department of (STP/T)	E. Parks Olmon
Labor, Department of	Robert Muhawieh
Commerce, Department of	William Washington
State, Department of (10/OIC)	Teri C. Miller
State, Department of (STP/T)	Alfred H. Neal, Jr.
Commerce, Department of	John Marrazzo
Veterans Administration	Henry Caplan
Interior, Department of	Lee Hiller Les Oden
National Endowment for the Arts	Robert C. Padgett
Land Management, Bureau of	Stanley H. Kephart
Health and Human Services	E. K. Goodnight Donald D. Boldon
Justice, Department of (FBI)	Billy S. Davis
Consumer Product Safety Commission	W. L. McCarney
National Science Foundation	Georgia C. Foster Leon R. Thomas
National Labor Relations Board	Rita B. Beaudoin
Smithsonian	Ann Krafthofer
U.S. International Communications Agency	Susan Metcalf
Federal Trade Commission	Sharon L. Seals
Agriculture, Department of	John Cary Sandra Kazimer
Agency for International Development	Ed. W. Hace Wm. A. Mashburn

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<u>Agency</u>	<u>Name</u>
Federal Emergency Mgmt. Agency	P. Ann Clark
Agency for International Development	Mattie Griffin Gilbert D. Dietz
Office of Personnel Management	Josephine Saddler
Federal Aviation Administration	Dexter Davis
Federal Aviation Administration, Director MWA	Jim Wilding
GSA	Dorothy Carter
Nuclear Regulatory Commission	Thelma A. Frazier
Federal Home Loan Bank Board	Shirley Y. Hockensmith
HUD	Alice Clark Delores Smith
Federal Mediation and Conciliation Service	Vera S. Fravel
Treasury, Department of	Audrey H. Stancill
Justice, Department of	Mark Rodeffer
ICC	Ellie B. Smith
ICC	Sandra Gribben
GSA - C.O.	Sharon Holmes
Small Business Administration	Donald Cheatham
Equal Employment Opportunity Commission - Finance 3241 Finance 3231	Marlene Fields Elaine Bradley
NASA - Financial Systems	Herbert F. Brooks Jay Tayler
U.S. Postal Service - Accounting Division	Doris R. Sloan
Executive Office of the President	Nancy Gillan
Energy, Department of	Cathy Cunniff Connie Hanson

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Agency

Name

Executive Office of the President

Paul Habinett

CIA



STAT

U.S. International Communications
Agency

Billie Gadson
Marvin N. Kirby

Transportation, Department of

Robert W. Gordon

National Endowment for the Humanities

Robert P. Stock

Education, Department of

Larry Miller

U.S. Commission on Civil Rights

Frank E. Matthews

GAO, Administrative Finance Section

India C. Jenkins

Federal Home Loan Bank Board

Cheryl Drewry